



MINUTES

Board Meeting

FRIDAY 4 DECEMBER 2009 at 8:00PM
At Port Dock Brewery Hotel, Port Adelaide

1 OPEN MEETING – 8:10PM

2 PRESENT: Board members: John Holland, Jennifer Bould, Steve Clinch, Rick French and Patrick Doogue

3 APOLOGIES: Julie Clinch and Chris Wood

4 MINUTES OF PREVIOUS MEETING 17 NOVEMBER 2009 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Steve Clinch

Seconded: Chris Wood

Carried

5 ACTION ITEMS

01	Ongoing. Potential candidates for Board appointments have been approached with response yet to be given.
02	Ongoing. Sport SA venue to be booked for AusDBF Nationals meetings and AGM.
03	Ongoing. AusDBF to be followed up for dates for Coaches course in Adelaide.
04	Actioned. Invoice sent to Wallaroo event organisers seeking payment of \$750 for sponsorship.
05	Ongoing. Clubs to be awarded prize money for Wallaroo event at next race day.
06	Actioned. SADA submitted article for inclusion in Sportsbeat. ADR to submit next article by 31/01/10. Action: Chris Wood
07	Ongoing. Include on agenda discussion point of "limiting number of paddlers able to leave a club in one season".
08	Actioned. State coaches appointed.
09	Actioned. Orange buoy and chain attached to 200 line.
10	Ongoing. Spare key to be obtained for electric box from Fred Davis at Council.
11	Ongoing. Caution tape to be placed on racks in Torrens boatshed.
12	Actioned. Clubs advised through Racing Committee (RC) to advise their paddlers not to swim in front of the marshalling area on race days.
13	Actioned. Clubs advised at RC meeting to submit sweeps accreditation paperwork to John Holland more frequently so that records can be updated.
14	Actioned. Clubs advised at RC meeting that the six older champion boats and the four newer champion boats have all been endorsed by IDBF are can be mixed in the one race if needed.
15	Actioned. Clubs advised at RC meeting that to scrub any team from the program that withdraws at the last minute rather than rejigging the program.
16	Actioned. Clubs advised at RC meeting of start line etiquette.
17	Actioned. Reclassification of SADA paddlers paced on the agenda for discussion at the next Board meeting.
18	Ongoing. First Aid course with RLS to be coordinated when AusDBF holds coaches course in Adelaide.
19	Ongoing. Include in Clearance policy suggested action to take when approached by a paddler for a transfer from another club.
20	Ongoing. AusDBF to be followed up on status of WADA Drugs in Sport policy being posted to AusDBF website.
21	Ongoing. 2008/9 corporate paddle breakdown to be provided.
22	Ongoing. Suitable venue for storage and location office, staff and equipment to be sourced.
23	Ongoing. West Beach Trust shed at Patawalonga is ongoing.

24	Ongoing. Website company to provide quote for revamp of promotional brochure.
25	Ongoing. Extend thanks to Maria Darby for her role on AusDBF Risk Management sub-committee.
26	Ongoing. As part of Strategic Plan 1.2.2 – update Board portfolio descriptions on website.
27	Ongoing. Task list to be amended to include provision of article for inclusion in Sportsbeat by organising club. Action: Chris
28	Ongoing. Treasurer advised of difficulty of reconciling EFT or cheque payments made direct into the bank account without any reference as to what the payment is for or who it is from. With regard to a policy for payment of racing fee and to streamline the process the general consensus was for clubs to be advised to work towards being able to make EFT payments to DBSA in the near future as sometime in 2010 this will be the only method of payment to be received. Agreed code would be set up and advised to clubs to make reconciliation of EFT payments simpler. Code would be along the lines of: ASD RF 151109. Action: John Further agreed that race day payments are to be deposited into the bank account by COB of the Tuesday prior to the race day with proof of this payment forwarded to the Treasurer by email. Clubs to note that they may change the team sheet on the morning of the race day provided it is submitted to the race organiser by 9am. Task list to be amended to include task of: "lamination of team sheets on race day". Action: Chris
29	Ongoing. Pat to affix registration sticker and trailer permit on trailer.
30	Ongoing. Pat to be provided with key for both boatsheds. Rick to be provided with key to West Lakes boatshed.
31	Ongoing. Spare boatshed keys to be ordered.
32	Ongoing. Volunteering SA paperwork to be completed.
33	Withdrawn. Agreed placement of caution tape at Torrens boatshed should prevent any possibility of safety incident.
34	Ongoing. Agreement for Copper Coast team to be written.
35	Ongoing. Quote for trailers to be obtained.
36	Ongoing. P&D committee to organise Monster Come N Try event.
37	Ongoing. Regional Masters Games to be organised for Naracoorte. Phil Barnett approached to ascertain whether he has any contacts in location to assist with organisation of event.
38	Ongoing. Strategic Plan items to be reviewed during meeting.

7 FINANCIAL REPORT – DECEMBER

DBSA TREASURER'S REPORT FOR THE MONTH OF

DECEMBER

2009

BANK BALANCE AS @	30-Nov 09	ACCOUNT 1	\$21,787.99
		# 141731	\$ 41.48
		# 141760	\$ 17.90
		# 141753	\$ 48.92
		# 141756	\$ 150.00
			<u>\$ 258.30</u>
			\$21,529.69
BANK BALANCE AS @	30-Nov-09	ACCOUNT 2	\$ 4,834.14
Less total unrepresented cheques			Nil
BANK BALANCE AS @	30-Nov-09	ACCOUNT 3	\$ 41,795.84

ACCOUNTS PAYABLE

ACCOUNT 1

Admin Focus	Secretarial	\$1,434.51
AusDBF	518 paddler fee	\$3,988.60
Canoe SA	Shed rent	\$2,124.37
Sport SA	Agreement	\$1,650.00

The following clearance application was denied:

- Peter Norcliffe Waiwilita to Black Dragons

as the participant was currently registered and ineligible to transfer without suitable grounds.

Action: Chris

11.4 **Reclassification of SADA paddlers**

The list of names provided by SADA for re-classification from Sports to Social was reviewed and the following ratified:

Sports to B Grade

- Judy Sweatman
- Jennifer Whitehead
- Julie Fisher
- Anita Bell
- Cathy Jones
- Corrine Mensforth
- Louise Campbell
- Meredith Smith
- Tim Maitland
- Dena Carr
- Deidre Victorsen

The following re-classifications were denied due to insufficient reason or background provided:

- Jeff Willsmore
- Jan Willsmore
- Pam Spears
- Jeff Spears
- Jenny Dowling

12 **ANY OTHER BUSINESS**

- John Holland advised that the latest agreement from Sport SA was received for provision of facility hire, access to the Sports Dispute Centre, policy development, DragonsBreath and infrastructure for this.

Agreed to sign.

Action: John

13 **NEXT MEETING**

The next committee meeting is scheduled for 8pm on Tuesday 19th January 2010 at the Port Dock Brewery Hotel, Port Adelaide.

14 **CLOSE OF MEETING – 11:30PM**

Signed: _____
Chairperson

Date: ____/____/____